

Rm 427 Multimedia System

Pull down the screen; Unlock black cabinet

Remote controls are on the shelf by the monitor. If the computer will be used, obtain the **wireless remote mouse or presentation pointer** (black SMK LINK remote). If the VCR Player will be used, obtain the **silver Panasonic Light Tower** remote.

The mouse is used to select the appropriate icon or program -- either the mouse attached to the cpu or the wireless remote mouse.

Batteries: If the remotes or wireless keyboard do not seem to be responding, the batteries are most likely wearing down. Please contact a member of the LRC staff for replacements.

Turn the **red Master ON/OFF Switch** (located on the left side, below the monitor) for the system on by pressing up on the button.

If the **Pyle Pro 300W Surround Sound System** is not on, press the **POWER** button on the top left corner of the system. (The Volume dial will be lit if the receiver **IS** on). **Surround Sound** button on the left side of the **Pyle Pro 300W** must be on (pushed in, green light). The projector must be on for sound to be audible.

Turn on the projector by pressing the **Projector Controls ON** button.
Proceed with starting other equipment per instructions below while the Panasonic projector warms up.

To use computer,

Turn the CPU (on bottom shelf) on by pushing on the power button (labeled **POWER**)

Unlock (turn the centrally located black lever) and pull out the keyboard tray located immediately below the **Pyle Pro 300W Surround Sound System**.

If the monitor does not display an image after the CPU is turned on, press the button on the right lower front of the monitor (labeled **On / Off**).

For sound to be heard from computer programs, press the **VIDEO/AUX** button on the **Pyle Pro 300W Surround Sound System**. Volume should be adjusted using the **Volume** knob on the **Projector Controls Panel**.

The computer will present the Windows XP desktop. For most use of the computer system, logging in as a **user** is adequate:

In the **Username** dialog box, type user (if not already there)

In the **Password** dialog box, there is no password

Be sure there is a check in the **Workstation Only** box,

Click on **OK**

For Faculty or Students to **access their network storage space** (ie for large file access)

Uncheck the **Workstation Only** box,

In the **Username** dialog box, type your username;

In the **Password** dialog box, type your password;

Click on **OK**

This is **ONLY necessary to access network storage space**, it is NOT necessary to access internet, portal, email, course web sites.

When / If the Windows Workstation dialog box appears:

In the **Username** dialog box, type user (if not already there)

In the **Password** dialog box, there is no password

Click on **OK**

If the computer display does not appear on the projector screen, press the **PC** button on the **Projector Controls** and make sure the Altinex button to the left of the monitor is pressed down (O)

To exit any and all programs, use the mouse to click on the **X** in the upper right corner of the screen.

SLIDE SHOWS

To show a slide show,

Start Power Point by clicking on the Power Point icon on the Quick Launch bar at the bottom of the desktop

Insert your data source into the appropriate drive

Open file by clicking on File, Open, then selecting the correct location and file name

Once your file is open, press **F5** or click on **Slide Show** on the menu bar at the top of the screen, then click on **VIEW SHOW** or Click on the icon that looks like a movie screen at the bottom left of the screen.

Slides may be advanced by clicking with the left mouse button.

To use a LAPTOP,

Plug the black Video cable from the bottom shelf of the black cabinet into the appropriate port on the laptop computer (use VGA cable for VGA and HDMI cable for HDMI output).

If using **VGA laptop output**, press the **PC** button on the **Projector Controls** and press the **Altinex button** to the left of the monitor up (|). If sound will be needed from the Laptop, plug the black Audio cable (small silver plug on the Video cable) into the Headphone port on the laptop computer. Press the **CD/LAPTOP** Audio button on the **Pyle Pro 300W Surround Sound System**. Adjust the volume with the VOL dial on the **Pyle Pro 300W Surround Sound System**.

If using **HDMI laptop output**, press the **Laptop HDMI** button on the **Projector Controls**.

If sound will be needed from the Laptop, plug the black Audio cable (small silver plug on the Video cable) into the Headphone port on the laptop computer.

Press the **VIDEO/AUX** Audio button on the **Pyle Pro 300W Surround Sound System**. Adjust the volume with the **VOLUME** knob on the **Projector Controls** panel.

Toggle laptop output to display on projector screen.

TO OPERATE VCR player:

If the VCR player is not on, turn the power on by pressing the **Power** button on the VCR player (a green light, bluish lines / letters will be visible when on). On the **Pyle Pro 300W Surround Sound System**, press the **VIDEO/AUX** button. - **THIS IS NECESSARY TO HAVE AUDIO FROM VCR TAPES PLAYED.**

If the **Videotape** display does not appear on the projector screen, press the **TV/VCR** button on the **Projector Controls**.

Insert the Video Tape into the VCR player. **Use the Panasonic Light Tower remote** or the **controls on the VCR player** to control the media.

Many tapes automatically begin to play. If the tape does not automatically begin to play, push the **Play** button on the VCR or the Panasonic remote control (silver Panasonic Light Tower remote)

Adjust the volume with the **VOLUME** knob on the **Projector Controls** panel or the VOL dial on the **Pyle Pro 300W Surround Sound System**.

When finished playing the videotape, press the **STOP** button, remove the videotape by pressing the **EJECT** button (*Use the video rewinder in the LRC to rewind the video*). DO NOT TURN OFF THE VCR player AFTER EJECTING THE TAPE.

If the computer is to be used after a videotape has been played, press the **PC** button on the **Projector Controls**.

To have sound from the computer, press the **VIDEO/AUX** button on the **Pyle Pro 300W Surround Sound System**.

WHEN FINISHED:

PLEASE DO NOT TURN OFF SEPARATE COMPONENTS IN THE SYSTEM – ONLY THE CPU WILL BE SHUT DOWN SEPARATELY:

Exit any computer program being used by clicking on the **X** in the upper right corner of the screen

Exit Windows XP by moving the arrow (using the mouse) to the **START** bar, clicking the left mouse button, then moving arrow to **SHUT DOWN** and clicking.

The computer may be turned off or restarted—select the appropriate option, then click on **OK**.

Shut down the projector by pressing the **OFF** button on the **Projector Controls**.

IT IS IMPERATIVE THAT THE PROJECTOR BE TURNED OFF TO PRESERVE BULB LIFE. THERE SHOULD *BE NO IMAGE* ON THE SCREEN AND THE LIGHT ON THE BOTTOM OF THE PROJECTOR SHOULD BE *RED*. THE FAN WILL CONTINUE TO RUN UNTIL THE PROJECTOR HAS COOLED SUFFICIENTLY

Return the wireless keyboard to the cabinet (on top of cpu) if it was moved elsewhere in the room. Push the keyboard tray in and lock. Return all remotes to the cabinet.

Turn the red **Master Power Switch** off by pressing down on the button.

Close the door to the black cabinet; Lock the cabinet door; Lock and close the conference room door.